

## Two Paths to Library Practitioner Certification

The following document outlines two of many paths that a library practitioner can follow to receive a Western Council of State Libraries (WCSL) Library Practitioner Certificate. The courses listed below are past offerings from providers and may not be currently available. Also, all costs are approximate and are subject to change.

### Linda Johnson

The board of the Southern Library has hired Linda Johnson to be the library director. Linda has a High School Diploma and has volunteered 2,000 hours at the school library during the last four years. The board expects Linda to receive a Library Practitioner Certificate (LPC) within the next five years. The board will support Linda's education by allocating \$500 a year for course and travel expenses and will allow her 80 hours of paid work time to attend courses or workshops.

When Linda reviews the LPC requirements, she notes that she meets two out of the three requirements. Linda has met the experience requirement through her volunteer work at the local school library, because the program accepts unpaid or paid work. Linda also meets the LPC requirements for education as she has a High School Diploma. However, Linda has no library education.

Linda reviews the course requirements and calls the Arizona State Library, Archives & Public Records (ASLAPR) for assistance. The consultant recommends that Linda look at the online course offerings from ASLAPR and the WebJunction course catalog. The consultant also sends Linda links to offerings from Amigos and the community colleges in Arizona that offer library courses.

After reviewing all of these offerings, Linda decides to complete the necessary course work in four years and develops the following schedule, including costs. Linda will take four Community College classes on-line in her first two years. These classes give a comprehensive view of the subject areas. Linda also wants to meet other Arizona library workers and plans to take classes in Phoenix each year so that she can start building relationships with other library workers while accumulating contact hours needed for certification.

### Year One

Course	Provider	Cost	Contact Hours	Competency
Foundations of Library & Information Science	Mesa Community College	\$270	45	Foundations
Library Board Relationships	Webjunction - UNT	\$0	2	Administration- Library Boards
Marketing- Keeping it Simple	Webjunction - UNT	\$0	3	Administration- Advocacy & Marketing
Collection Development	Arizona State Library	Travel costs \$50	6	Collections- Planning
Copyright Issues	Webjunction - UNT	\$0	3	Administration- Laws
<b>Total</b>		<b>\$320</b>	<b>59</b>	

### Year Two

Course	Provider	Cost	Contact Hours	Competency
Reference Sources and Services	Northland Pioneer Community College	\$205	45	Services-Reference & Information Services & Circulation
Building a new Generation of Readers	Arizona State Library	Travel costs \$50	6	Services-Adult & Children's
Emerging Technology Update	Arizona State Library	Travel costs \$50	6	Technology
Become an Effective Trustees	Webjunction - UNT	\$0	6	Administration-Library Board
Library Privacy & Confidentiality	WebJunction - UNT	\$0	3	Administration-Laws
<b>Total</b>		<b>\$305</b>	<b>66</b>	

### Year Three

Course	Provider	Cost	Contact Hours	Competency
Weeding Your Library	Arizona State Library	Travel costs \$50	6	Collections-Collection Maintenance
Volunteers: Recruitment, Development, and Supervision	Webjunction - UNT	\$0	3	Administration-Personnel
Improving Co-Worker Relationships	Webjunction - UNT	\$0	3	Administration-Personnel
Planning & Managing Buildings	Webjunction -- - UNT	\$0	24	Administration-Facilities
LIB 106 Technical Services & Cataloging	Northland Pioneer Community College	\$205	45	Collections-Cataloging, Classification & Processing
<b>Total</b>		<b>\$255</b>	<b>81</b>	

## Year Four

Course	Provider	Cost	Contact Hours	Competency
Youth Access for Information and Age-Based Policies	Webjunction - InfoPeople	\$0	6	Administration-Policies
Technology Planning and Project Management for Library Managers	Webjunction - PALINET	\$0	6	Administration-Planning
Partners in Learning: Collaboration with Teachers and Librarians:	Webjunction - LibraryU	\$0	6	Administration-Partnerships
UNT - Grant Writing Basics	Webjunction - UNT	\$0	3	Administration-Finances
LSTA at your Library	Arizona State Library	Travel Costs \$50	3	Administration-Finances
Introduction to Library Information Systems	Mesa Community College	\$270	30	Technology
<b>Total</b>		<b>\$320</b>	<b>54</b>	

After Year Four, Linda has completed the competency areas and contact hours. Linda spent \$1200 on course fees.

Competency	Contact Hours
<b>Foundations</b>	<b>Required: 24</b>
Philosophy	23
Leadership	22
<b>TOTAL</b>	<b>45</b>
<b>Administration</b>	<b>Required: 54</b>
Laws	6
Library Board	6
Personnel	6
Policies & Procedures	6
Finance & Funding	6
Facilities	24
Long-Range & Strategic Planning	6
Partnerships	6
Advocacy and Marketing	6
<b>TOTAL</b>	<b>72</b>
<b>Services to the Public</b>	<b>Required: 30</b>
Circulation	6
Reference & Information	39

Adult & Children's Services	6
<b>TOTAL</b>	<b>51</b>
<b>Collections</b>	<b>Required: 24</b>
Planning for Collections	6
Collection Maintenance	6
Cataloging, Classification & Processing	45
<b>TOTAL</b>	<b>57</b>
<b>Technology</b>	<b>Required: 24</b>
Technology	30
<b>TOTAL</b>	<b>30</b>

### Stephan Maier

Stephen Maier is hired by the Eastern Slope County library system to be the assistant manager of one of its smaller branches. His supervisor requires that all assistant branch managers, without formal library education, receive certification from WCSL within five years of hire. Stephen has a high school education and worked in a college library for seven years. The Library will review Stephen's education plan each year and allocate funds based on their review. The Library will also allow forty hours of annual paid time for Stephen to attend or complete classes.

Stephen decided to enroll in ASLAPR's Library Institute for the next three years and at the end of these years, Stephen has these hours in the following competency areas.

<b>Competency</b>	<b>Completed thru Institutes</b>
<b>Foundations</b>	
Philosophy & Ethics	3.50
Leadership	7
<b>Administration</b>	
Laws	3.50
Library Board	1.75
Personnel	1.75
Policies & Procedures	1.75
Finance & Funding	1.75
Facilities	1.75
Long-Range & Strategic Planning	1.75
Partnerships	1.75
Advocacy and Marketing	1.75
<b>Services</b>	
Circulation	1.75
Reference & Information Services	7.00
Adult & Children's Services	8.75
<b>Collections</b>	
Planning for Collections, Materials Selection, & Acquisitions	8.75
Collection Maintenance	1.75
Cataloging, Classification & Processing	5.00
<b>Technology</b>	
Technology	10.25

**Stephen needs:**

- 14 hours in Foundations
- 40 hours in Administration. (He spoke with the certificate administrator at BCR who agreed to count these 1.75 hours as a full two hours of contact.)
- 12.50 hours in Services
- 9 more hours in Collections
- 14 hours in Technology

**Stephen's Plan**

Stephen has two more years to complete the certification requirements. At the Institutes, he has made many connections with other Arizona library workers and is an active member of the Arizona Library Association. Stephen has many opportunities to work with other library workers from the state and for this reason, he decides to take most of his remaining courses online.

**Year Four:** After this year, Stephen will have 39 more hours in Administration and 14 more hours in Foundations. Stephen decides to enroll in a "Foundation" course from the Mesa Community College. After consulting with the instructor, Stephen finds that the course will cover 15 hours of work in Foundation and 25 hours of work in Administration. He still must complete classes in planning, policies and partnerships.

Course	Provider	Contact Hours	Competency
Foundations of Library & Information Science	Mesa Community College	45	Foundations; Administration
Youth Access for Information & Age-Based Policies	Webjunction - InfoPeople	6	Administration-Policies
Technology Planning & Project Management for Library Managers	Webjunction - PALINET	6	Administration-Planning
Partners in Learning: Collaboration with Teachers and Librarians:	Webjunction - LibraryU	6	Administration-Partnerships

**Year Five:** Stephen must complete 12.50 hours in Services, 9 hours in Collections, and 14 hours in Technology. Again, he decides to take most of his course online and decides to enroll again in a community college class.

Course	Provider	Contact Hours	Competency
Cataloging for Non-catalogers	Library U	6	Collections – Cataloging
Introduction to Library Information Systems	Mesa Community College	30	Technology
Emerging Technology Update	Arizona State Library	6	Technology
Weeding Your Library	Arizona State Library	6	Collections - Maintenance

Summer Reading Workshop	Arizona State Library	6.5	Services –Adults & Children's
FREE TO READ: Best Literacy Practices Workshop for Public Libraries	Arizona State Library	6	Services – Adults & Children's